



OPERATIONAL PROCEDURES
FOR THE
MAINE EDUCATIONAL ASSESSMENT (MEA)
MATHEMATICS & ELA/LITERACY
GRADES 3-8 & 3RD YEAR HIGH SCHOOL

2015 ADMINISTRATION
March 15, 2015

This document is intended for use in conjunction with *Online Test Administration Manual* and the *Usability, Accessibility and Accommodations Guide*. These documents are available prior to testing on the Maine Department of Education (MDOE) web page at <http://www.maine.gov/doe/assessment/math-ela/administration/index.html>.

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1. ENROLLMENT ISSUES

All students enrolled in Maine public schools, including Maine’s public charter schools and magnet schools, or in a private school approved for tuition that enrolls at least 60% publicly funded students are required to participate in the MEA for Mathematics & ELA/Literacy. MEA reports are based on student enrollments in Infinite Campus State Edition (ICSE). Schools are responsible for regularly updating individual student enrollment information in Infinite Campus to ensure that MEA reports reflect accurate information.

The official student data of record, except for accommodations, will be supplied by ICSE for all 2014-15 MEA assessment reports. **It is essential that schools keep their ICSE data current.** To ensure that an accurate roster of students are available in the Test Information Distribution Engine (TIDE) for testing, schools must update and verify student enrollment on a daily basis as needed.

Students who move during the MEA testing window must be exited from the enrollment of the former school on the last date of attendance and enrolled in Infinite Campus by the new attending school immediately. To assist with communication between schools, the Maine DOE has posted contact information for School Enrollment Contacts at: <http://www.maine.gov/doe/assessment/math-ela/resources/index.html#other>. It is recommended that each school maintains documentation on students who move in or out of the school during testing for school records.

1.1 Public Schools

Each student attending a school in Maine who is publicly funded must be enrolled in ICSE with a “Primary Enrollment”.

- **Students who move** out of a school must be exited from the enrollment of the former school on the last date of attendance. This must occur regardless of whether or not a request for records has been received. Students who move into a school must be enrolled in ICSE by the new attending school immediately.
- **Expelled students** are no longer considered to be part of a school’s official enrollment. These students must be exited from ICSE, with expulsion as the exit type. Expelled students receiving special education services should be enrolled in ICSE with an enrollment type of “N. Special Ed Services”.
- **Suspended students** are considered to be part of a school’s official enrollment.
- **Students** who have been adjudicated and are **committed to a Youth Development Center** are enrolled in the educational program provided at that site. These students must be exited from the enrollment of the former school and enrolled in ICSE by the new school immediately.
- **Students detained by law enforcement** during the entire MEA testing window are enrolled at the public school they normally attend. They will be considered for Special Considerations (See section 2.16, below).

1.2 Public Program in Resident SAU

Students who are attending a program in their resident School Administrative Unit (SAU) that is located in a school other than their resident school should be enrolled in their resident school.

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1.3 Public Program in Non-Resident SAU

Students who are publicly tuitioned to an in-state public program (e.g., regional special education, alternative education, etc.) in another SAU should be enrolled in their resident school in their resident school administrative unit.

1.4 Private Special Purpose School (approved by MDOE)

Each student enrolled in a public school who is tuitioned by an SAU to an MDOE-approved in-state private special purpose school will have a primary enrollment with the resident SAU in ICSE and must have a partial enrollment in the private special purpose school.

1.5 Residential Treatment Centers as defined in Title 20-A § 1 (24_A) (D) (3)

Students who live at a Residential Treatment Center 100% of the time and are State Agency Clients and receive 100% of their education at the same Residential Center where they live will be enrolled by the MDOE Special Services Team (beth.vieta@maine.gov) in the MDOE School as primary enrollments. The Residential Treatment Center will then enroll the students as partial enrollments, completing the Resident Town and Resident SAU fields with “Maine Department of Education”.

1.6 Out-of-State Schools/Programs

Students who were enrolled in a Maine public school, but are receiving their educational program outside the state of Maine during the MEA testing window, should be exited from the Maine school and enrolled in “Non-Maine SAU” for the period they are gone. Resident school units should contact the MEDMS Help Desk, medms.helpdesk@maine.gov or 624-6896, to enroll the student in the “Non-Maine SAU” and to reenroll the student in the Maine school when they return.

1.7 Home-Schooled Students

If home-schooled students who elect to participate in the MEA or MEA Alternate for Mathematics & ELA/Literacy are already in your school’s enrollment due to the student partaking of some public school instruction, leave the enrollment as it is. If a testing home-schooled student is not already in the school’s enrollment, they must temporarily be entered into Infinite Campus State Edition. You will select Homeschool and then indicate that they spend 1-25% of their time at the public school. Once the student completes testing, you should exit the student using the exit code 13- Transfer to Homeschooling.

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2. PARTICIPATION ISSUES

All students who are publicly funded and enrolled in Maine public schools (including public charter schools and magnet schools and those private schools whose enrollment consists of at least 60% publicly funded students) shall participate in the MEA for Mathematics & ELA/Literacy in grades 3-8, and in the 3rd year of high school except for those who meet the criteria for Special Considerations (See section 2.16, below). This includes students designated as state wards, state agency clients, or homeless. Participation can be through standard administration of the MEA, through administration with accommodations, and/or through MEA Alternate for Mathematics & ELA/Literacy in grades 3-8, and in the 3rd year of high school. Schools should ensure that all ICSE enrollment information is accurate for all students in order to ensure that an accurate roster of students is available in TIDE for testing. They may want to maintain a separate list of students enrolled and their subgroup designations (e.g., ELL, SPED, etc.) during the MEA administration for their files.

NOTE: Federal law mandates student participation in the MEA or MEA Alternate for Mathematics & ELA/Literacy, and the scores will be used for ESEA accountability determinations.

2.1 Students Attending Public Schools

Each publicly funded student enrolled in a Maine public school shall participate in the MEA tests except for those who meet the criteria for Special Considerations (See section 2.16, below). Students enrolled in Maine public schools who are not publicly funded **may not** participate in the MEA.

2.2 Students Attending a Public Program in Resident SAU

Each student attending a program in the resident SAU that is not located in the resident school shall participate in the MEAs under the leadership of the resident school. This may be orchestrated: (1) by transporting the student back to the resident school; (2) by a TA from the resident school assessing the student at the program; or (3) by designating a TA at the program site to assess the student(s). If taking this third option, the DSA and SC from the resident school is responsible for making sure the TA is properly trained and certified and has signed the Test Security and Student Privacy Agreement. Results are reported with the resident school and SAU.

2.3 Students Attending Public Programs in Non-Resident SAU

Students who are publicly tuitioned to a public program (e.g., regional special education, alternate education, etc.) in a non-resident SAU shall participate in the MEAs under the leadership of the resident school. This may be orchestrated: (1) by transporting the student back to the resident school; (2) by a TA from the resident school assessing the student at the program; or (3) by designating a TA at the program site to assess the student(s). If taking this third option, the DSA and SC from the resident school is responsible for making sure the TA is properly trained and certified and has signed the Test Security and Student Privacy Agreement. Results are reported with the resident school and SAU.

2.4 Students Attending Private Special Purpose Schools/Residential Treatment Centers (approved by MDOE)

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Students who are attending a private special purpose school/residential treatment center must participate in the MEAs through the appropriate avenue in the school they are attending. These schools/centers have their own TIDE accounts (or NCSC Assessment System) with School Coordinators and designated Test Administrators to administer the online assessments. The student results will be included with the results for the resident SAU.

2.5 Students Attending Out-of-State Schools/Programs

Students receiving their educational program outside the state of Maine during the testing window will not participate in the assessments.

2.6 Students who Reside Out-of-State and are enrolled in Maine Public Schools

Out-of-state residents who are tuition to a Maine public school are **not** eligible to participate in the MEAs.

2.7 Students who have been Retained

All students in grades 3-8 who has been retained at a grade level **will** participate again at that grade level. High school students participate in the MEA for Mathematics & ELA/Literacy, or the MEA Alternate Assessment, only once, in their 3rd year in high school, regardless of their grade level.

**2.8 Students Who Move During the Eleven Week MEA Testing Window
(General Assessment- not alternate)**

It is the school's responsibility to immediately update ICSE when a student moves. The two schools should attempt to coordinate the completion of testing for the student. To assist with communication between schools, the Maine DOE has posted contact information for School Enrollment Contacts at: <http://www.maine.gov/doe/assessment/math-ela/resources/index.html>. It is recommended that each school maintains documentation on students who move in or out of the school during testing for school records.

A student's score is based on the items s/he has answered/submitted and may reflect an inaccurate score if the student moved during the test and failed to complete the test.

2.8.1 From a Maine Public School

A student who moves out of a Maine public school during the testing window must take any sessions of the MEA that are administered in that school before the date of the move. It will be the responsibility of the new school to ensure that the student has the opportunity to finish any incomplete portions of the assessment. Particular care should be taken to make sure that the new student participates in the classroom activity that corresponds to the assigned performance task since the topics of the classroom activity vary from school to school. (**NOTE:** Students will not be able to retake any test session taken at a previous school.)

2.8.2 Into a Maine Public School

If a student enrolls in a Maine public school during the testing window from a state that did not administer the Smarter Balanced assessment, every effort should be taken to administer the full MEA assessment to the student.

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2.9 Students Who Move During the Seven Week MEA Alternate Testing Window (Alternate Assessment)

It is the school's responsibility to immediately update ICSE when a student moves. The two schools should attempt to coordinate the completion of testing for the student. To assist with communication between schools, the Maine DOE has posted contact information for School Enrollment Contacts at: <http://www.maine.gov/doe/assessment/math-ela/resources/index.html>. It is recommended that each school maintains documentation on students who move in or out of the school during testing for school records.

2.10 Students who are English Learners (ELs)

All EL students in grades 3-8 and in the 3rd year of high school, including those who were enrolled in a United States school for the first time on or after January 1, 2014, as indicated in the appropriate field in ICSE "Date Entered US School", must participate in the MEA for Mathematics through standard administration, through administration with accommodations, or through the alternate assessment (NCSC).

For the ELA/Literacy, ELs who were enrolled in a United States school for the first time on or after January 1, 2014, as indicated in the appropriate field in ICSE "Date Entered US School", have a one-time exemption provided that they participated in the ACCESS for ELLs during the testing window or were administered the W-APT or MODEL if enrolled after the ACCESS for ELLs testing window.

Information about designated supports that are available for English learners on the MEA for Mathematics & ELA/Literacy can be found at: <http://www.maine.gov/doe/assessment/math-ela/administration/index.html#online>.

2.11 Students Not Present During Testing

All students enrolled in grades 3-8, and in the 3rd year of high school in a Maine public school must take part in the MEA for Mathematics & ELA/Literacy. Students not present for testing, including those on scheduled vacations, will be considered to be non-participants, except for those students described in sections 1.1 (detained by law enforcement), 1.5 (students enrolled in an out of state school/program) and 2.16 (students with Special Considerations approved by Maine DOE).

2.12 Students who are Habitually Truant

Habitually truant students who do not participate in the MEA due to absences during the testing window will be considered non-participants in the MEA.

2.13 Suspended Students

Suspended students are expected to participate in the MEA through a combination of regularly scheduled administration and makeup sessions.

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2.14 Students Detained at the Youth Development Centers

Students detained by law enforcement during the entire MEA testing window (March 16 – May 29) or MEA Alternate (March 30 – May 15) are enrolled at the public school they normally attend. They will be considered for Special Considerations (See section 2.16, below).

2.15 Students Committed to the Youth Development Centers

Students who have been adjudicated and are committed to a Youth Development Center take part in the MEAs through the educational program provided at that site.

2.16 Student Conditions Requiring Special Considerations

Generally, if a student can receive instruction, the student can participate in a state assessment. However, in rare instances, students are unable to participate in either instruction or assessment. In these cases, a request for Maine DOE approval of non-participation in a state assessment must be made. The Maine DOE-approved reasons for allowing non-participation in a state assessment are called Special Considerations and fall within five broad areas:

- **Medical Emergency/Serious Illness:** Students experiencing a documented significant and fully incapacitating medical emergency or serious illness, such as: a terminal illness, a serious car accident, hospitalization, or placement in hospice care.
- **Severe Emotional Distress:** Students experiencing a documented significant and fully incapacitating emotional trauma that extends across the entire test window and prevents the student from participating in instruction offered either at school or at home.
- **Death in the Immediate Family:** Students experiencing the loss of a close family member.
- **Agency Involvement:** Involvement by an outside agency such as Department of Health and Human Services or detention by law enforcement pending adjudication.
- **Exigent Circumstance:** A situation that doesn't meet any of the above criteria must be discussed with Nancy Godfrey, Assessment Coordinator at MAINE DOE at 207-624-6775, or Sue Nay Alternate Assessment Coordinator at Maine DOE at 207-624-6774 prior to the submission of the request.

Absence due to behavior issues, suspensions, and truancy do not meet the definitions listed above and do not make a student eligible for a special circumstance exemption.

Special Consideration requests must be submitted by the last day of the testing window of the applicable state assessment. These requests must be based on a decision made by an educational team that includes as appropriate; the student's teachers, special education teacher, English as a Second Language endorsed educator, school counselor, principal, parent or legal guardian, and, if possible, the student. This educational team collects and reviews information, and documents the decision. The principal completes the Request for Special Consideration (Form 1) and obtains the parent's consent (Form 2).

Requests are reviewed by the Special Considerations Review Panel at Maine DOE, who may request additional information when needed. Forms 1 and 2 are located at the end of this document and on the test administration page located at:

<http://www.maine.gov/doe/assessment/math-ela/resources/index.html>

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2.17 Students in Ungraded, Multi-age Programs

Students in ungraded, multi-age programs will participate at the ICSE grade levels assigned to the students by the school.

2.18 Parent/Student Refusals

Federal and Maine laws require that all students be tested.

2.19 Home-Schooled Students

Home-schooled students have the option of asking to be assessed on a state assessment system, and the school has the option of allowing their participation. Home-schooled students will receive an Individual Student Report, but will not be included in the testing school's results. The student will count neither for nor against participation. Reports for home-schooled students should be distributed by the local school.

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3. ADMINISTRATION ISSUES

The MEA must be administered in accordance with the rules contained in the *MEA Online Test Administration Manual* or the *Test Administration Manual (NCSC)*.

3.1 Student Registration (General Assessment)

Schools are **generally not** required to register students for the MEA for Mathematics & ELA/Literacy. Student rosters of students available in TIDE for testing are based on ICSE enrollment data.

3.2 Student Registration for NCSC (Alternate Assessment)

Schools are **generally not** required to register students for the MEA Alternate for Mathematics & ELA/Literacy. Student rosters of students available in the NCSC Assessment System for testing are based on ICSE enrollment data.

3.3 Students with Behavioral Issues

Students who must be removed from testing for inappropriate behavior may be allowed to resume testing at the discretion of the principal after appropriate intervention. In the case of cheating, testing should be stopped and the Maine Department of Education should be contacted for further instructions. See the cover page of this document for contact information.

3.4 Students Experiencing Emergency Situations

If a student experiences an emergency situation during testing that prevents participation in the MEA for Mathematics & ELA/Literacy for the entire testing window (March 16 – May 29), or the MEA Alternate for Mathematics & ELA/Literacy for the entire window (March 30 – May 15) the principal should request a Special Consideration (See section 2.16, above).

3.5 Blank/Non-Scorable Student Responses

The Smarter Balanced Consortium and the National Center and State Collaborative (NCSC) are both still finalizing the decision rules about how minimal responses are handled in terms of participation and scoring. This will be updated as soon as that is final.

3.6 Incomplete Student Responses

If testing is incomplete, the student will receive a score based on the items he or she has answered/submitted.

3.7 Out-of-Level Assessments

Students at one grade level may not be assessed with material developed for a different grade level. The grade level of record is the grade level in ICSE. If a student takes the MEA at another grade level, that student will be considered a non-participant, and no scores will be computed.

3.8 Extensions to MEA Testing Window

Requests for an extension to the MEA testing window due to unforeseen circumstances will be resolved on an individual basis by the Maine Department of Education. For the Computer-Adaptive portions of the MEA for Mathematics & ELA/Literacy, a student is expected to complete the assessment within 45 days of starting. For the Performance Task portions, a student is expected to complete the assessment within 10 days of starting. If unforeseen circumstances- prevent a student from completing the assessment within those timeframes, an

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appeal for an extension may be requested through TIDE for review by the Maine DOE. No student will be allowed to continue the test beyond May 29.

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GLOSSARY

Attending School – The school which a student attends daily.

English Learner (EL) – This designation refers to a **subset of students** whose English proficiency in *any* of the language modalities (reading, writing, listening or speaking) is significantly below that of their peers. A student is classified as an “English Learner” based on the student’s English language proficiency as measured by WIDA ACCESS for ELLs®.

Individual Educational Program – A program designed by a team of individuals, including parents, responsible for determining a student’s eligibility for special education and related services, including the student’s avenue of participation in the MEA. (Maine Unified Special Education Regulations, Chapter 101, May 10, 2012).

Infinite Campus State Edition (ICSE) – The statewide student management system.

Maine Educational Assessment (MEA) – No Child Left Behind requires a testing program for students in grades 3-8 and at the high school level. The MEA for Mathematics & ELA/Literacy is the testing program that Maine uses at grades 3-8 and in the 3rd year of high school. Federal and State laws require that all students be included in the Maine Educational Assessment. To that end, three avenues of participation are provided (Standard Administration, Administration with Accommodations, or Alternate Assessment). Maine’s Alternate Assessment is the assessment developed by the National Center and State Collaborative (NCSC). The NCSC assessment is designed for students needing an alternate measure of performance in Mathematics & ELA/Literacy because their exceptionality is so significant that it does not allow access to the standard assessment even with a combination of accommodations.

Partial Enrollment – A student who is tuitioned to an out of district educational setting has a primary enrollment in ICSE at his/her resident school and a partial enrollment at the out of district educational setting.

Resident School or Resident SAU- The school or school administrative unit where the student’s parent/guardian resides.

SAU - A school administrative unit “SAU” may be a charter school, school administrative district, municipal district, a community school district, a state operated school (MSSM, correctional, etc.), or a regional school unit for the purposes of this document.

TESTING WINDOWS:

MEA - The testing window for the administration of the MEA for Mathematics & ELA/Literacy, which should include all make-up testing, begins on March 16, 2015 and ends on May 29.

MEA Alternate - The administration window for the Alternate MEA for Mathematics & ELA/Literacy is from March 30, 2015 through May 15, 2015.

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**MAINE DEPARTMENT OF EDUCATION –
FORM 1: REQUEST FOR SPECIAL CONSIDERATION**

Office Use Only
DR _____
P _____ DN _____

STUDENT INFORMATION FORM

Request Date: _____

Student Name		State Student ID #	
Grade	School	SAU	
Principal Name		Phone/ext.	
Principal Email			

Reason for Request for Special Consideration (circle)				
Medical Emergency/ Serious Illness	Severe Emotional Distress	Death in the Immediate Family	Agency Involvement	Exigent Circumstances*

*Exigent circumstances must be discussed with DOE personnel before submission of the request.

Student is unable to participate in the following: (circle)	
MEA – Science	MEA – (Alternate) Science (PAAP)
MEA –Mathematics and English Language Arts/Literacy	MEA – (Alternate) Mathematics and English Language Arts/Literacy (NCSC)

The criteria below include the minimum conditions that must be met by the principal prior to submission of this request for non-participation in statewide assessment for a student.

Assurances by principal:	Yes	No	If no, then add comment(s):
1. Did a team convene to discuss this request?			
2. Does the student agree with this request?			
3. Has a parent/guardian signed the consent form and agreed to share relevant information with the MDOE Special Considerations Review Team as needed? (Form 2)			
4. I certify that this student cannot participate in INSTRUCTION , even with accommodations, during the test window.			
5. I certify that this student cannot participate in ASSESSMENT , even with accommodations, during the test window.			

I certify that the information contained within this notification is complete and accurate.

Principal's Signature

_____/_____/_____
Date

**This form must be faxed to the MDOE
Att. Charlene Tucker, Director of Assessment & Accountability (207)-624-6771**

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FORM 2: PARENT CONSENT SIGNATURE FORM

(Do not submit to Maine DOE; retain in school file with student record)

I have consulted with the school district and agree with this request to exempt my child from statewide assessment. I understand that this means I will have no statewide assessment data for my child for the year of instruction being assessed.

Student's name:

By signing this request,

*I **do** ☐ / **do not** ☐ (check one) give the district **permission to seek an exemption** for my child from statewide assessment for medical or other extraordinary reasons.*

*I **do** ☐ / **do not** ☐ (check one) give **permission for the district to discuss the request** if necessary with a member of the Special Considerations Review Panel.*

Parent Name (Please Print)

Parent Signature

____/____/____
Date